

EXECUTIVE SUMMARY

MEMORANDUM FOR DCMC

FROM: DCMDX  
Prepared by: J. Q. Public/DCMDX-MR/(555)555-5555/8-28-99

SUBJECT: DCMDX Fiscal Year 1999 Annual Statement of Assurance

PURPOSE: Provide a summary of the Statement and identified issues as input to the DCMC Commander's Statement.

DISCUSSION:

- ? All CAO Statements (xx) submitted. One prior year material weakness was closed, one prior year weakness remains uncorrected, and one new material weakness remains uncorrected as identified by DCMC ACME as follows:
  - ?? Redundant and excessive DoD requirement to record communications: open since FY95 and finally closed FY99 after DoD rescinded policy.
  - ?? The quality of its management information system and related analysis and management decisions were impacted by the lack of data integrity and deficiencies in its Information Technology (IT) infrastructure supporting remote users. These deficiencies, the extent of which the CAO was unaware, impacted the accuracy of several of its metrics (and the performance indicated) and the adequacy of several of its plans. The same problems were linked to the CAO's problems fully integrating employees into DCMC's automated processes and systems. Additionally, the training system data was so inaccurate that management decisions could not adequately address training needs, while work was being performed by several uncertified employees.
  - ?? Management recognized it had failed to implement a self-assessment process that even minimally complied with policy stated in One Book, Chapter 11.5, Management Control and Assessment Process (MCAP).
- ? MCRs: xxx (xx%) completed of xxx scheduled for FY99 support the CAO ASAs.
- ? USAs: xx (xx%) of xx completed on or before ASA; remaining xx completed 4<sup>th</sup> quarter after CAO ASAs were submitted.

Sample (fictional) Executive Summary

- ? IOAs: xx CAOs reviewed. Improvement plans on schedule except xx – engaged with DCMC-DEF and DCMC-MNO to get them back on schedule.
- ? District ASA reports one material weakness regarding redundant and excessive DoD requirement to record communications as corrected (DoD rescinded policy).
- ? District internal Areas of Concern, residual or newly identified during FY99:
  - ??
  - ??
- ? District Areas of Concern, residual or newly identified during FY99, requiring HQ DCMC attention:
  - ??
  - ??

RECOMMENDATION: None, for information only.

COORDINATION: DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_  
DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_ DCMDX-? \_\_\_\_\_

COMMANDER COMMENT:

Approved for submission to the Commander: John Jones, Colonel, USA, Commander

\_\_\_\_\_ DATE: \_\_\_\_\_